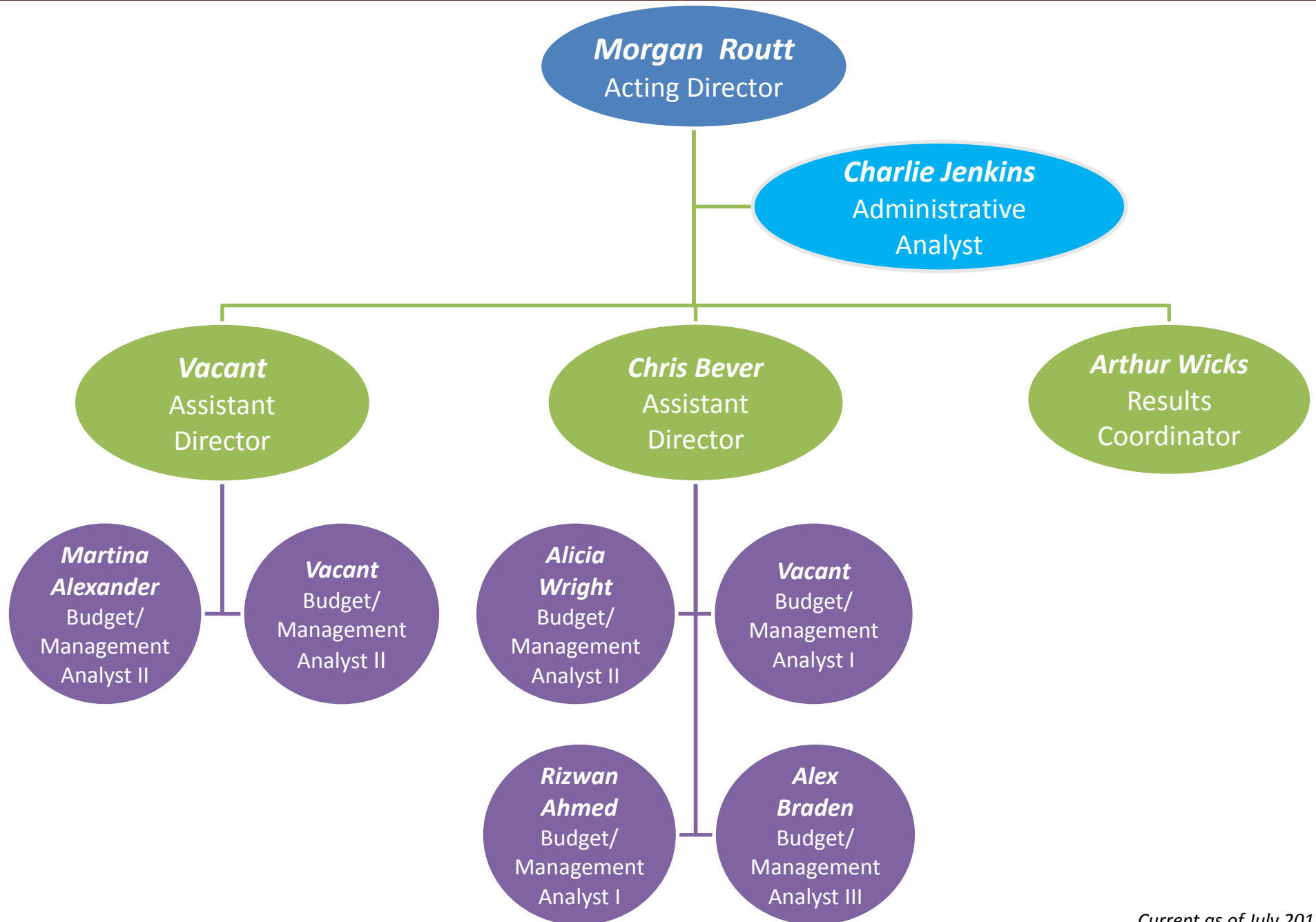




# Office of Management and Budget





# Office of Management and Budget



## ASSIGNMENTS

### **Morgan Routt, Acting Director**

**[P: 703.746.3743 | E: Morgan.Routt@alexandriava.gov]**

Provides Leadership Direction and Management Oversight for the Department; Provides direct supervision for the Assistant OMB Director, Results Coordinator and Administrative Analyst; Member of the Real Estate Committee; Police/Fire OPEB and Supplemental Retirement Boards; Stormwater Steering Committee; GIS Steering Committee; Workplace Standards Steering Committee



**In addition to his responsibilities as Acting Director**, Routt oversees the training and performance criteria of the operating and revenue analysts; Manages 2 analysts (Alexander, Vacant); Works with Results Coordinator to ensure legislative requirements are done timely related to the Budget; Oversees the development of the budget document & Five Year Plan; Ensures timeliness of OMB's performance criteria; Oversees the appropriation and supplemental appropriation process in coordination with Finance; Waste-to-Energy; Facility Monitoring Group; Leads the MUNIS budget module activities; coordinates operating budget monitoring & projections

### **Reporting to Morgan Routt**

### **Charlie Jenkins, Administrative Analyst**

**[P: 703.746.3736 | E: Charlie.Jenkins@alexandriava.gov]**

- 1) Provides website development/coordination
- 2) Liaison to HR, IT, & Communications
- 3) Fiscal Rep for OMB
- 4) Call, click, connect liaison
- 5) Updates operating procedures manuals
- 6) Calendar management for the Director & Office
- 7) Coordinates internal meetings and agenda
- 8) Coordinates the budget book production
- 9) P-Card reconciliation



### **Arthur Wicks, Results Coordinator**

**[P: 703.746.3739 | E: Arthur.Wicks@alexandriava.gov]**

Oversees the fine tuning of the budget process execution in coordination with the OMB Director and Assistant OMB Director; Responsible for establishing performance measures for OMB that reflects our work and links to Strategic Plan; Organizes and maintains performance data for the office; Prepares status reports for completed special projects list; assists with special projects; Innovation Hub



### **Martina Alexander, Budget/Management Analyst II**

**[P: 703.746.3734 | E: Martina.Alexander@alexandriava.gov]**

- 1) High Level Revenue Analysis; Revenue Coordination with Analysts
- 2) Oversees Monthly Financial Report
- 3) Oversees Fee Compendium
- 4) Multi-year Financial Plan/Forecast (operating)
- 5) Other Economic Activities: AEDP Operating and ACVA
- 6) Finance



### **VACANT, Budget/Management Analyst II**

**[P: 703.746.3737 | E: @alexandriava.gov]**

- 1) DCHS
- 2) Health
- 3) Court Services Unit
- 4) ACPS Liaison
- 5) Other Health
- 6) Other Education
- 7) Human Rights



### **Christopher Bever, Assistant Director**

**[P: 703.746.3744 | E: Christopher.Bever@alexandriava.gov]**

Second in Command; Leads the development of the capital budget; Manages 4 analysts (Wright, Vacant, Braden, Ahmed), two of whose departments impact the capital budget significantly (Wright, Vacant); Serves as analyst (Capital and Operating) for WMATA, NVTC, and NVTa and capital only for ACPS; Debt Service and Cash Capital sections of non-D; Stormwater Work Groups, Waterfront Implementation, and Potomac Yard Work Groups

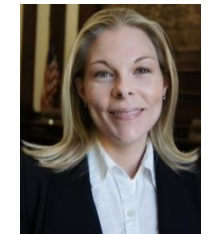


### **Reporting to Christopher Bever**

### **Alicia Wright, Budget/Management Analyst II**

**[P: 703.746.3746 | E: Alicia.Wright@alexandriava.gov]**

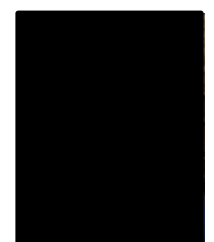
- 1) T&ES
- 2) Capital Budget Development Back-Up
- 3) DASH
- 4) ITS
- 5) DPI



### **VACANT, Budget/Management Analyst I**

**[P: 703.746.3737 | E: @alexandriava.gov]**

- 1) General Services
- 2) Planning and Zoning
- 3) Housing
- 4) Library
- 5) RPCA
- 6) OHA
- 7) Other Recreation Activities
- 8) Capital Budget Development Back-Up
- 9) Code Administration





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## **Alex Braden, Budget/Management Analyst III**

**[P: 703.746.3740 | E: Alex.Braden@alexandriava.gov]**

- 1) Police
- 2) Fire
- 3) DEC
- 4) Sheriff
- 5) Law Library
- 6) Commonwealth's Attorney
- 7) Clerk of Courts
- 8) All Other Courts
- 9) BFAAC Liaison
- 10) Workers Compensation Group



## **Rizwan Ahmed, Budget/Management Analyst I**

**[P: 703.746.3782 | E: Rizwan.Ahmed@alexandriava.gov]**

- 1) City Clerk/Clerk of Council
- 2) Communications
- 3) City Attorney
- 4) Human Resources
- 5) City Council
- 6) City Manager
- 7) OMB Operating
- 8) OPA/Internal Audit
- 9) Registrar Operating
- 10) Non-Departmental (excludes Debt Services and Cash Capital)
- 11) Coordinates Vacancy Reporting

